



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120
RICHMOND, VA 23218-2120

March 7, 2005

TO: SOP Education Directors
Two Virginia Schools for the Deaf and the Blind
FROM: Nancy Haynes & Karen Trump, State Operated Programs
SUBJECT: Review of Annual Plans

We are writing to provide information regarding the required upcoming review of annual plans by the State Special Education Advisory Committee (SSEAC). The SSEAC has designated a subcommittee to complete this task. As you know, we convene and conduct a presentation/discussion format for the subcommittee after they have had an opportunity to review the materials you submit.

This year, we will be following the same procedure as last year. Materials are attached for your review. Materials from MH, HEP and Detention will be submitted to Nancy Haynes, by May 2, 2005, for verification of completeness and mailed to SSEAC subcommittee members via the department. Materials from WWRC, DCE, MR programs and the two Virginia Schools for the Deaf and the Blind will be submitted to Karen Trump by May 2, 2005. CSPD sections shall be submitted to Pat Burgess as directed in the submission instructions. The review meeting will be held on May 17th, 2005 at the Department of Education in PDS Room #2, in Richmond, Virginia beginning at 1:00 pm. The public comment period will be conducted at 2:15 to 2:30 pm. The PDS Rooms are located on the mezzanine.

Presenters will report on the following:

- annual plan changes and how they are implemented
- local improvement plans
- how programs are evaluated for effectiveness
- comprehensive system of personnel development
- overview of how federal funds are used
- number of children served with federal funds

There will be opportunity for questions and discussion after each presentation. Thank you for your continued commitment to children with disabilities in the Commonwealth. We look forward to seeing you and hearing about your programs.

KET/nh

C: H. Douglas Cox, Assistant Superintendent
Patricia Abrams, Director, Special Education

MEETING INFORMATION and PUBLIC NOTICE
VIRGINIA STATE SPECIAL EDUCATION ADVISORY COMMITTEE

Review Process and Agenda

Meetings of the State Special Education Advisory Committee (SSEAC) are open to the public. The State Operated Program Annual Plan Review subcommittee meeting includes time to receive public comment in keeping with the requirements for the SSEAC. For additional information or if special accommodations are needed, please contact Ms. Roslyn Taylor, Assistant to the Director of State Operated Programs, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120; telephone 804/786-8079, TDD 804/786-2691.

The SSEAC review of State Operated Programs' Annual Plans will be held on May 17, 2005 from 1:00 pm to 3:00 pm at the Virginia Department of Education, James Monroe Building, PDS Room #2, Richmond, Virginia. The PDS Room #2 is located on the mezzanine adjacent to the cafeteria. Please refer to the attached agenda for information about the order of events. The public comment period will be from 2:15-2:30 pm. More time for public comment will be added as needed. Those wishing to make public comment, but not able to attend the meeting may submit a statement that will be read to the committee by the Director of State Operated Programs.

SSEAC Subcommittee Members: Emily Dreyfus, Cindy Mills, Fannie Page, Shirley Ricks, Carman Sanchez, Elizabeth Vincel, Michael Wong.

Process:

SOP/VSDDB and/or agency staff representatives will present the required information. After the overview(s), there will be time for questions.

State Operated Programs

<u>Facilities</u>	<u>Presenter</u>	<u>State Agency Contacts</u>
(1) Department of Correctional Education	Sharon Trimmer	Jeff Phenicie (VDOE)
(2) VA School for the Deaf and the Blind at Staunton and, VA School for the Deaf, Blind And Multi-Disabled at Hampton	Nancy Armstrong (Staunton) Darlene White (Hampton)	John Eisenberg (VDOE)
(3) State Mental Retardation Facilities	Debbie Overfelt	Shirley Ricks (MHMRAS) John Eisenberg (VDOE)
(4) State Mental Health Facilities	Teri Sumey	Nancy Haynes (VDOE) Irene Walker-Bolton (VDOE)
(5) Regional & Local Detention Homes	Nancy Haynes	Nancy Haynes (VDOE) Jeff Phenicie (VDOE)
(6) Hospital Education Programs	Nancy Artis	Nancy Haynes (VDOE) Phyllis Mondack (VDOE)
(7) Woodrow Wilson Rehab. Center	Barry Chlebnikow	Karen Trump (VDOE) Marianne Moore (VDOE)

Agenda – May 17, 2005

1:00 – 1:05 pm

Welcome, & Introduction

(Nancy Haynes, Karen Trump)

1:05 – 2:15 pm

Review of State Operated Programs Changes in Policies & Procedures:

1. State Mental Retardation Facilities
2. State Mental Health Facilities
3. Virginia School for the Deaf and the Blind at Staunton
4. Virginia School for the Deaf and the Blind and Multi-Disabled at Hampton
5. Hospital Education Programs
6. Woodrow Wilson Rehabilitation Center
7. Department of Correctional Education
8. Regional & Local Detention Homes

Suggestions for Future Review Process

2:15 – 2:30 pm

Public Comment

Adjourn

SSEA SUB-COMMITTEE REVIEW OF POLICIES AND PROCEDURES SOPS AND VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND

Presenter's Guide

Please refer to the attached agenda in preparing your materials. Plan for a 10-minute presentation. However, presenters may have up to 15 minutes should that be needed. Bring a copy of what was submitted to the department of education with you to the meeting.

Presentation Outline

Brief statement of changes to the annual plan:

How changes to the annual plan are being implemented:

Driving forces that led to these changes:

What outcomes you hope to see as a result of these changes:

Purpose of your local improvement plan:

How the local improvement plan is integrated with and/or compliments the program:

How the effectiveness of the local improvement plan is determined or evaluated:

Overview of how state or federal funds are used:

The number of children served through the various categories (e.g., state funds, 619 (Pre-school), Part B- Flow Through). Not all categories will apply to every program.